



Featured Tip of the Month

Conditional Formatting

Ever wished you could quickly find the data you need in Excel? With thousands of rows of data, it can be hard to pick out the values you need.

Conditional formatting allows you to add up to three criteria to a range, which if met, change the appearance of those cells.

For instance, when your salespeople are performing above expectations, you could add a condition that said “when cell values are greater than or equal to 100, change the formatting to Bold and Bright Green.” You may also

add a second condition to the same range that said “when values are less than 10, format them as bright red.”

When you apply conditional formatting to a cell, a range, or an entire column, it won't matter if you change or sort the data, as long as it meets the requirement, it will change appearance.

Try it! Select a range of cells and go to Format, Conditional Formatting. Set your criteria, and then click on the gray Format button to change text color, add a border, or a pattern to those cells. Click on the “Add” button for more conditions.

To learn even more, consider taking a class! With instructor led learning, you get hands-on training, a course manual, and access to online tutorials, an expanded manual, exercise files, and a Help Desk.

Additionally, if needed, you can have a FREE Retake.

To register for classes, or to purchase Online ANYTIME courses, call your Training Liaison.

To see the current schedule of classes held at New Horizons, please visit:

<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

Excel Extra

Show Gridlines

When you work in Excel, you can see all of the lines for rows and columns, however, when you print, no lines appear.

You can create your own lines by adding borders, either by using the button on your toolbars, or by going to Format to Cells to the Borders tab.

The easiest way, though, to quickly create lines around your cells is to turn on Gridlines. Go to File to Page Setup to the Sheet tab.

Graphics Corner

Organization Charts

Need to show your company's hierarchy? Office programs have a quick tool that you can use to create Org Charts.

There are two ways to start your chart: either go to the Insert menu to Diagram, or find the button on the Drawing toolbar.

An Org Chart starts with four shapes: a manager and three subordinates. To add more shapes, select any textbox and use the Add Shapes button on the floating toolbar.

You can add subordinates, assistants, or coworkers. You cannot add a coworker to the topmost level of your chart, however.

Consider changing the layout of subordinates to a hanging style to keep your chart from becoming too wide.

To quickly change the look of your chart, use the Autoformat button on the toolbar to select a style from the gallery.

This tool works well for small to medium charts. For larger charts, use Microsoft Visio.